



REVENUE DEPARTMENT

JOB ANNOUNCEMENT

		POSTING DATE 09/22/06	
		ANNOUNCEMENT NUMBER 147-06	CLOSING DATE 09/29/06
JOB TITLE/JOB CODE NUMBER Administrative Assistant 60104 Unclassified		PAYGRADE 012	SALARY RANGE (MONTHLY) \$2,157.94 – \$3,787.78
		POSITION # 00124153	
DIVISION Administrative		UNIT NAME/LOCATION Office of the Finance Director/Century Center	
THIS ANNOUNCEMENT IS OPEN TO:			
<p>A. <input type="checkbox"/> CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.</p> <p>B. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.</p> <p>C. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, <u>AND</u> CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.</p> <p>D. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.</p> <p>E. <input type="checkbox"/> EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.</p> <p>F. <input type="checkbox"/> PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site http://thejobsite.org/</p> <p>G. <input checked="" type="checkbox"/> ALL QUALIFIED APPLICANTS.</p>			
SUBMIT <u>TWO</u> COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.			
Applications should be submitted to: Georgia Department of Revenue Human Resources, Suite 2225 1800 Century Blvd., NE Atlanta, Georgia 30345-3205			
If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)			
GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION			
Under general to limited supervision, provides professional-level administrative support to management which requires exercise of independent judgement and initiative. Assists in the operation, management and planning of the organization, coordinates meetings and agendas; represents supervisor in both internal and external settings. May supervise administrative staff.			
MINIMUM TRAINING AND EXPERIENCE			
Training and experience leading to demonstrated competencies in the provision of administrative functions to support agency management. This includes reading rules, regulations, policies, contracts or other technical material to apprise management of significant changes; writing correspondence, technical reports, drafts of policies or minutes; performing basic mathematical functions such as addition, subtraction, multiplication, percentages; communicating technical information to internal and external customers tactfully; facilitating interpersonal relations with colleagues, supervisors and subordinates. Procures, maintains and monitors the use of supplies, equipment and services for an office; determining how best to resolve problems by identifying the appropriate level of responsibility for decision making within an organization. Competency in managing time requirements to set up meetings and appointments; displays a professional image and a high level of ethical conduct; sets priorities, completes assignments in a timely manner, and appropriately evaluates own progress toward completion of work goals; determines objectives and strategies to achieve organizational goals. Provides effective customer service; uses computer information technology such as word processing and spreadsheets to produce work products; adapts quickly to change; possesses the ability to conduct basic research functions. Typically persons with such competencies would possess a bachelor's degree from a four-year college or university or three years of work experience at the professional or paraprofessional level.			
PREFERRED QUALIFICATIONS			
Ability to effectively communicate thoughts, ideas and facts orally and in writing. Ability to accept changes in job requirements, schedules or work environments as needed to perform assignments. Ability to anticipate changes and to take initiative to learn new skills. Demonstrated commitment to excellence in quality service to internal and external customers. Ability to work cooperatively and effectively with others. Ability to plan, prioritize, set goals, establish standards, coordinate tasks, meet deadlines, and track progress. Must possess excellent problem solving skills. Experience working cooperatively with others as part of a work team. Advanced proficiency in MS Office software (Outlook, Word, Excel, Access, PowerPoint). Ability to develop more than one solution to a given problem. Ability to actively provide information and suggestions to assist callers and visitors to the Director's Office. Demonstrated commitment to the Director's mission, vision and values. Ability to maintain a professional appearance and a positive, friendly demeanor to all. Experience working with personnel actions, writing performance plans, and advising employees of personnel policies. Ability to meet the terms and conditions of employment with the Office of the Finance Director.			

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.